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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Washington 25, D. C.

AMS INSTRUCTION No. 248-1

ACTION BY: Area Administrative Divisions
and all Field Offices



Purchase of Air-Conditioning Equipment
for Field Offices

I PURPOSE

This Instruction prescribes the procedure to be followed in requesting the purchase of air-conditioning equipment for AMS field offices.

II GENERAL

It is recognized that air-conditioning promotes efficiency in hot, humid weather and that such facilities are considered necessary in locations where sustained high temperatures and humidity prevail. Each request for summer air-conditioning equipment must, however, be given careful consideration so as to justify the expenditure of public funds for this purpose.

Approval of the purchase of air-conditioning equipment will be based on careful consideration of geographical location; location of the building in relation to other buildings; climatic conditions including sustained high temperature and humidity conditions for an extended period; use and location of space, and availability of funds.

III PROCEDURE FOR REQUISITIONING AND FOR OBTAINING CLEARANCE

A Field Office. When it has been determined that air-conditioning is absolutely essential to efficient operation, and that climatic conditions warrant the purchase of air-conditioning equipment, the field office will:

- 1 Ascertain the provisions of existing local ordinances or regulations with respect to such installations.
- 2 Ascertain the effect on the rental charges for the space involved.

(III A)

3 Obtain permission for such installation from the owner of the premises or his authorized agent, unless space is controlled by the General Services Administration (GSA) or the Post Office Department (see subparagraph B 1 below).

4 Transmit to the appropriate area administrative division:

a Form AD-14, Request for Supplies, Equipment, or Service, prepared in accordance with AMS Instruction No. 240-2.

b A statement, in duplicate, of the information called for in subparagraphs 1, 2, and 3 above.

c A detailed statement, in duplicate, as to the justification for the request. This statement must set forth temperature and humidity readings for the summer months. This information can usually be obtained from the local office of the Weather Bureau or the newspapers.

B Area Administrative Division.

1 When space for which air-conditioning equipment is proposed is controlled by, or is under the jurisdiction of GSA or the Post Office Department, the area administrative division will:

a Request GSA to install air-conditioning equipment at its expense. If GSA will install such equipment, the area administrative division is authorized to consummate the transaction without referral to Washington. If funds are not adequate for such installation, a statement to this effect should be obtained from the appropriate regional office of GSA.

b Obtain from GSA advance approval for the Department to retain title to such equipment.

c Handle and clear with GSA any other items which may require joint Department-GSA consideration, such as the operation and maintenance of the equipment.

d If the space is controlled by the Post Office Department and GSA does not have funds for installation, obtain approval of the local postmaster for installations by AMS.

(III B)

2 The area administrative division will submit the requisition (Form AD-14), including all of the information in support thereof, to the Administrative Services (AS) Division in Washington.

C Administrative Services Division. The AS Division will:

1 Review the requisition and, if in order, prepare justification therefor, obtain concurrence of the appropriate division director and transmit to the Administrator for approval.

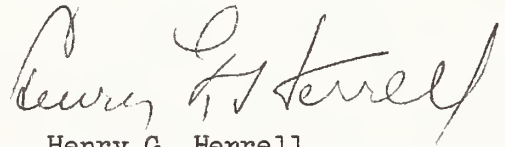
2 Send copy of the approved, or disapproved, requisition to the area administrative division, with instructions to (a) take appropriate procurement action, if the request has been approved, or (b) inform the field office that the request has been disapproved.

IV ACTION UPON APPROVAL OR DISAPPROVAL OF REQUISITION

The area administrative division, upon receipt of the approved requisition, or upon receipt of notification that the requisition has been disapproved, will do one of the following, whichever is applicable:

A Take appropriate procurement action, in accordance with AMS Instruction No. 240-2, notifying the field office of this fact, or

B Inform the field office that the requisition has been disapproved.



Henry G. Herrell
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